

Subject: Re: Katie's resignation

From: Ellen Riotto <ellen@southpark.la>

Date: 04/16/2018 11:52 AM

To: Robin Bieker <robin@biekerco.com>, Robert Buente <bbuente@1010dev.org>, Daniel Taban <daniel@jadeent.com>, Terri Toennies <terri@laautoshow.com>, Richard Wu <rich@dtlafamilies.com>, James Pugh <JPugh@sheppardmullin.com>, Channing Henry <channing@almadevelopment.com>, Paul Keller <pkeller@mackurban.com>, Faye Washington <faye.washington@ywcagla.org>, Terry Rubinroit <rubinroit@aol.com>, Lee Zeidman <lzeidman@staplescenter.com>, Thomas Cho <tcho@mackurban.com>, "Caster, Patrick - CHMC" <Patrick.Caster@DignityHealth.org>, Del Morais <dmorais@mackurban.com>, May Chen Tham <mc.tham@ywcagla.org>

I meant to also attach the updated job description. Please feel free to distribute to your networks, and thanks in advance.

From: Ellen Riotto <ellen@southpark.la>

Date: Monday, April 16, 2018 at 9:29 AM

To: Robin Bieker <robin@biekerco.com>, Robert Buente <bbuente@1010dev.org>, Daniel Taban <daniel@jadeent.com>, Terri Toennies <terri@laautoshow.com>, Richard Wu <rich@dtlafamilies.com>, James Pugh <JPugh@sheppardmullin.com>, Channing Henry <channing@almadevelopment.com>, Paul Keller <pkeller@mackurban.com>, Faye Washington <faye.washington@ywcagla.org>, Terry Rubinroit <rubinroit@aol.com>, Lee Zeidman <lzeidman@staplescenter.com>, Thomas Cho <tcho@mackurban.com>, "Caster, Patrick - CHMC" <Patrick.Caster@DignityHealth.org>, Del Morais <dmorais@mackurban.com>, May Chen Tham <mc.tham@ywcagla.org>

Subject: Katie's resignation

All,

I'm writing to let you know that Katie, our Director of Operations, gave her notice on Friday. Katie has been with the BID since April 2016, initially in an administrative role, and gradually taking on what we've come to call "district operations" responsibilities – coordinating with properties on construction impacts, project managing MyFig, working with city agencies to address street light outages and curb line striping, etc. Her versatility has been a huge asset, especially to me as I stepped into my role as ED. Katie's combination of skills and interests make her a rare find. My focus in finding her replacement will be the administrative/internal operations arm of her responsibilities. Her final day is Friday May 4th. I'd like to have at least a week overlap with her replacement to ensure a smooth transition.

The paperwork for her next position has not yet been finalized so she's asked me to keep it under wraps for now.

Re: Katie's resignation

Best,

Ellen

Ellen Riotto

Executive Director

South Park Business Improvement District

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24/7 DISPATCH: 866-560-9346

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—Attachments:—

| | |
|------------------------------------|--------|
| image001.png | 1.4 KB |
| SPBID Operations Mgr Position.docx | 358 KB |